

# SLGSafe User's Guide

## Entering a Time Subscription into SLGSafe

Welcome to SLGSafe®, the online application to help you manage your SLGS portfolio. In this training session, we will examine entering a subscription or buy into SLGSafe. We will discuss what information to include and how to navigate through the screens.

A subscription for a Time Deposit can be made with the SLGSafe system. The minimal amount of information required on the Time Deposit subscription conveys the subscriber's intent to purchase securities. In order to initially subscribe, you must include the following information:

- Subscription Issue Amount
- Issue Date
- Taxpayer Identification Number (TIN)
- Underlying Bond Issue information
- Owner Name
- Trustee ABA number and zip code (include this information if you are not the Trustee bank and the Trustee bank will complete the subscription.)

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

Please note: The hours of operation for SLGSafe are 8:00 am to 10:00 pm ET, Monday through Friday, except Federal holidays. However, you may only add new subscriptions after 10:00 am when the SLGS Daily Rate Table is available.

A “marketable security” is any security other than a State or Local Government Series (SLGS) security. Examples of marketable securities include Treasury securities (other than SLGS securities), guaranteed investment contracts, and Federal agency securities.

In order to gain access to SLGSafe, you must first have completed the SLGSafe application forms (available on our website, [www.slgs.gov](http://www.slgs.gov)) and received your SLGSafe Logon ID from the Bureau of the Public Debt's IT Service Desk. At the login screen, enter your Logon ID and password.



## Entering a Time Subscription into SLGSafe

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SYSTEM

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07/01/2009 02:02 PM EDT

### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

- [Time Deposit Early Redemption Simulation](#)
- [Time Deposit Early Redemption](#)
- [Demand Deposit Redemption](#)

Notice the large blue tabs at the top of the screen. A HELP tab is available on all screens. At any time, you can click on the Help Tab and a new window with information that applies to the task you are completing will appear.

Choose one of the two options under the heading, Subscription for Purchase and Issue. Those are Time Deposit and Demand Deposit. To learn more about the difference between Time and Demand Deposits, visit our website, [www.slgs.gov](http://www.slgs.gov).

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Customer1; Customer1@bpd.treas.gov: SLGS\_CUST,

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TD Subscription for Purchase and Issue - Time Deposit

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### Subscription for Purchase and Issue - Time Deposit

Owner Trustee Funds for Purchase ACH Institution ACH Instructions Subscriber Viewer Securities Review

#### Issue Information

Treasury Case Number  Status   
Issue Date  Issue Amount   
Rate Table Date 07/01/2009

#### State or Local Government Body

Taxpayer Identification Number   
Underlying Bond Issue   
Owner Name   
Address Line 1   
Line 2   
Line 3   
City   
State   
Zip Code  -   
Contact Name   
Telephone

This is the main page of the subscription where you will enter some of the basic information. Notice that there are several gray tabs above. After you have entered the information on this tab, click on the next gray tab to enter information for that area, and continue until all the information for this subscription is entered.

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## Entering a Time Subscription into SLGSafe

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TD Subscription for Purchase and Issue - Time Deposit

Owner **Trustee** Funds for Purchase ACH Institution ACH Instructions Subscriber Viewer Securities Review

**Issue Information**

Treasury Case Number  Status

Issue Date 7/31/09 Issue Amount 1000.00

Rate Table Date 07/01/2009

**State or Local Government Body**

Taxpayer Identification Number

Underlying Bond Issue 2002 Refunding

Owner Name Big School ISD

Address Line 1 1234 School Road

Line 2 Room 1

Line 3

City Smallville

State WV

Zip Code 26101 -

Contact Name John Smith

Telephone 304-222-8888

Fax 304-222-9999

E-mail jsmith@smallville.gov

Clear Rate Table Applied Cancel

Enter the Owner information only. Do not put the Trustee or escrow agent's name in the Owner information box. This box should only contain the tax-exempt entity's name. If you must include the bank name, put it in Line 1 of the address information, i.e. C/O.

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### Subscription for Purchase and Issue - Time Deposit

Owner **Trustee** Funds for Purchase ACH Institution ACH Instructions Subscriber Viewer Securities Review

**ABA Routing Number**

**Bank Name**

**Address Line 1**

**Line 2**

**Line 3**

**City**

**State**

**Zip Code**  -

**Contact Name**

**Telephone**

**Fax**

**E-mail**

**Bank Reference Number**

Enter the bank information here. It is recommended to include full contact information.

Clear Rate Table Applied Cancel

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### Subscription for Purchase and Issue - Time Deposit

Owner Trustee **Funds for Purchase** ACH Institution ACH Instructions Subscriber Viewer Securities Review

#### Financial Institution Transmitting Funds for Purchase

ABA Routing Number

Bank Name

Contact Name

Telephone

Fax

E-mail

Notice the button at the bottom of the screen that reads, "Same as Trustee." If the bank information of the bank managing the ACH payments for this issue is the same as the Trustee information you just entered, you can hit this button and the system will automatically fill in that information. If it is not, you can enter the information normally.

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### Subscription for Purchase and Issue - Time Deposit

Owner Trustee **Funds for Purchase** ACH Institution ACH Instructions Subscriber Viewer Securities Review

#### Financial Institution Transmitting Funds for Purchase

ABA Routing Number

Bank Name

Contact Name

Telephone

Fax

E-mail

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### Subscription for Purchase and Issue - Time Deposit

Owner Trustee Funds for Purchase ACH Institution **ACH Instructions** Subscriber Viewer Securities Review

**ABA Routing Number**

**Account Name**

**Account Number**

**Account Type** ☒ Checking ☐ Savings

If you do not use a template, enter the ACH instructions here. To learn more about templates, visit [www.slg.gov](http://www.slg.gov) and click on the SLGSafe link under Applications and Programs.

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### Subscription for Purchase and Issue - Time Deposit

Owner Trustee Funds for Purchase ACH Institution ACH Instructions **Subscriber** Viewer Securities Review

**LDAP Username** Customer1  
**ABA/TIN**  
**Organization Name** BPD  
**Address Line 1** 100 Main St  
**Line 2**  
**Line 3**  
**City** Chicago  
**State** IL  
**Zip Code** 12345  
**Contact Name** SLGS User9  
**Telephone** 123-456-1234  
**Fax**  
**E-mail** Customer1@bpd.treas.gov

Clear Rate Table Applied Cancel

The subscriber information is automatically entered into the subscription when you click on the Time Deposit link. This information cannot be changed. It simply records who entered the subscription initially.

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## Entering a Time Subscription into SLGSafe

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Subscription for Purchase and Issue - Time Deposit

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**Subscription for Purchase and Issue - Time Deposit**

Owner Trustee Funds for Purchase ACH Institution ACH Instructions Subscriber **Viewer** Securities Review

ABA/TIN	Organization Name
<input type="checkbox"/>	Other Big Bank

Remove Viewer

**Add a Viewer**

ABA  TIN  Organization

Name

Add Viewer Clear Rate Table Applied Cancel

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A Viewer is any institution that may not have access to the subscription or issued case but may need information from the case, such as a Statement of Account. If that institution has SLGSafe access, you can enter their ABA or TIN and name on this tab. Click on Add Viewer and they will have view-only access. They will not be able to alter account information or request a redemption. Only the State and Local or Trustee has the ability to perform these tasks.

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### Subscription for Purchase and Issue - Time Deposit

Owner Trustee Funds for Purchase ACH Institution ACH Instructions Subscriber **Viewer** Securities Review

	ABA/TIN	Organization Name
<input type="checkbox"/>		Other Big Bank

[Remove Viewer](#)

**Add a Viewer**

ABA  TIN  Organization

Name

[Add Viewer](#) [Clear](#) [Rate Table Applied](#) [Cancel](#)

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In order to delete a viewer, check the box beside the institution's information and hit the remove viewer button. You can add and delete viewers at any time.

## Entering a Time Subscription into SLGSafe

Here is where you enter the specific security information. Notice the buttons below the table. You can remove a security from the list, add more to the list, look at the rate table applied, clear the list, and validate the information. Place arrow on Validate button. Validate will test the information you have entered against the regulations to make sure the information is correct according to the regulations. For instance, if you enter an interest rate higher than the highest rate allowed, you will see an error telling you to enter a lower rate.

Place the arrow on the line of text above the table that asks about the interest rate. Leaving this screen will also run the edits. The system will prompt you to check the interest rates again if any rate you entered is less than the highest allowable rate. To continue, verify the rates you entered and choose Yes.

	Security Number	Security Type	Principal Amount	Interest Rate	Maturity Date	1st Interest Payment Date	Security Description
<input type="checkbox"/>	1		1000.00	0.00 %	10.31.09		
<input type="checkbox"/>	2			%			
<input type="checkbox"/>	3			%			
<input type="checkbox"/>	4			%			
<input type="checkbox"/>	5			%			
<input type="checkbox"/>	6			%			
<input type="checkbox"/>	7			%			
<input type="checkbox"/>	8			%			
<input type="checkbox"/>	9			%			
<input type="checkbox"/>	10			%			
<input type="checkbox"/>	11			%			
<input type="checkbox"/>	12			%			
<input type="checkbox"/>	13			%			
<input type="checkbox"/>	14			%			
<input type="checkbox"/>	15			%			

Remove Selected Securities   Add more rows for entry   Clear   Rate Table Applied   Cancel   Validate

If you are uploading an XML file from a vendor's software, either type in the location of the file or click Browse, which will allow you to browse your computer for the file. Once you select the file, hit the UPLOAD button. The securities will automatically fill in the Schedule of Securities table. Check with your vendor to see if this feature is available with their municipal securities software. Public Debt can provide the file specifications to the vendor upon request. If you receive the error message, "XML file is invalid," check to make sure the date format of each security is Year-Month-Day. For example, 2005-05-30. To answer any questions about uploading this file, visit the SLGSafe Ready to Logon page at [http://www.slgs.gov/govt/apps/slgs/slgsafe/slgsafe\\_logon.htm](http://www.slgs.gov/govt/apps/slgs/slgsafe/slgsafe_logon.htm) or call (304) 480-5299.

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### Subscription for Purchase and Issue - Time Deposit

Owner Trustee Funds for Purchase ACH Institution ACH Instructions Subscriber Viewer Securities **Review**

#### Issue Information

<b>Treasury Case Number</b>	<b>Status</b>
<b>Issue Date</b> 07/31/2009	<b>Issue Amount</b> \$1,000.00
<b>Rate Table Date</b> 07/01/2009	

#### Owner

<b>Taxpayer Identification Number</b>	
<b>Underlying Bond Issue</b>	2002 Refunding
<b>Owner Name</b>	Big School ISD
<b>Address Line 1</b>	1234 School Road
<b>Line 2</b>	Room 1
<b>Line 3</b>	
<b>City</b>	Smallville
<b>State</b>	WV
<b>Zip Code</b>	26101
<b>Contact Name</b>	John Smith
<b>Telephone</b>	304-222-8888
<b>Fax</b>	304-222-9999
<b>E-mail</b>	jsmith@smallville.gov

This page forces you to review the information you entered for the subscription. It is your responsibility to make sure the information is correct before the subscription issues.

#### Trustee

**ABA Routing Number**

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## Entering a Time Subscription into SLGSafe

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### Securities

Security Number	Security Type	Principal Amount	Interest Rate	Maturity Date	First Interest Payment Date	Security Description
1	C of I	\$1,000.00	0.000000000%	10/31/2009		
2			%			
3			%			
4			%			
5			%			
6			%			
7			%			
8			%			
9			%			
10			%			
11			%			
12			%			
13			%			
14			%			
15			%			

This is the end of the previous screen. Notice that when you click on the Submit to Treasury tab, you are also agreeing to comply with the terms and conditions of the SLGS regulations. Please make sure to read this and understand your responsibilities. When you are ready to submit the information, click Submit to Treasury. Do not double-click on the Submit to Treasury button. That may result in duplicating your subscription.

### Submit

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:

- > If you are an agent, you are acting under the issuer's specific authorization.
- > If the issuer is purchasing a SLGS security with any amount received from the sale or redemption (at the option of the holder) before maturity of any marketable security, the yield on such SLGS security does not exceed the yield at which such marketable security was sold or redeemed.
- > If the issuer is purchasing a SLGS security with any amount received from the redemption before maturity of a Time Deposit security (other than a zero interest Time Deposit security), the yield on the SLGS security being purchased does not exceed the yield that was used to determine the amount of redemption proceeds for such redeemed Time Deposit security.

Submit to Treasury Rate Table Applied Cancel

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**Subscription for Purchase and Issue - Time Deposit**

Thank you for subscribing to SLGS. The Bureau of the Public Debt has received the following subscription:

**Confirmation**

<b>Treasury Case Number</b>	2009
<b>Program Type</b>	Time Deposit
<b>Issue Amount</b>	\$1,000.00
<b>Issue Date</b>	07/31/2009
<b>Owner</b>	Big School ISD
<b>TIN</b>	
<b>Rate Table Date</b>	07/01/2009
<b>Status</b>	Complete

Please record this information for your case file.

**Timestamp**

<b>Confirmation Date</b>	07/01/2009
<b>Confirmation Time</b>	03:52 PM EDT

Create PDF

Print the confirmation page. It cannot be re-created.

Notice that the system has generated a case number. You will use this case number throughout the life of the case. NOTE: The subscription must be completed by 3:00 p.m. on the issue day or the SLGS will not issue without penalty. If your Confirmation page shows the status as incomplete and the sentence: "Please record this information for your case file. The complete subscription must be received by issue date." That means your subscription is NOT complete. You are expected to finish the subscription in time for issue. If your Confirmation page shows the status as complete and just reads, "Please record this information for your case file", your subscription is complete and ready to issue.

To create a PDF version of this page, click the Create PDF button.

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subscriptionConfirmation[1].pdf - Adobe Reader

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**DEPARTMENT OF THE TREASURY**  
BUREAU OF PUBLIC DEBT  
PARKERSBURG, WV 26106-1328

**SUBSCRIPTION CONFIRMATION**  
State and Local Government Series Securities

Treasury Case Number:	2009
Program Type:	Time Deposit
Issue Amount:	\$1,000.00
Issue Date:	07/31/2009
Owner Name:	Big School ISD
TIN:	
Rate Table Date:	07/01/2009
Status:	Complete
Confirmation Date:	07/01/2009
Confirmation Time:	03:52 PM EDT

At this point, you have entered the information for a SLGS purchase. For training on how to update a subscription that you have already entered, refer to the section entitled, [View or Update a Subscription Before Issue Date](#).